

## MINUTES

### WINNEBAGO COUNTY EMERGENCY BOARD

204 S. FIRST STREET, ROCKFORD IL

November 9, 2021

#### I. **CALL TO ORDER**

Meeting was called to order at 9:02 a.m.

#### II. **ROLL CALL**

Present: Todd Stockburger, Adam Truman, Joe Corl, Don Shuevlin (phone) Don Carlson, Chuck Lynde, Gary Caruana, Joel Hallstrom and Michele Pankow  
Guest: Attorney John Kelly, Gus Gentner, Dave Rickert, Elizabeth Russell, Jeanine Kaplan, Dan Majors, Todd Hughes, Sandy Stansell  
Absent: Carla Redd and EJ Dilonardo

#### III. **MINUTES**

Chairman Stockburger announced to the ETSB that per their request Attorney John Kelly was invited to speak at the meeting with regards to questions that they had. Prior to Mr. Kelly speaking a motion was made to approve the minutes. Todd Stockburger thanked Sandy Stansell for the thorough and comprehensive job she did on the minutes. **Motion:** Chuck Lynde made a motion to approve the October minutes; Joel Hallstrom seconded the motion. Motion carried by a unanimous vote. Chairman Stockburger advised the ETSB that because Attorney Kelly had another commitment after the ETSB meeting, that they would have John present at this point in time. (note: see Mr. Kelly's presentation under new business)

#### IV. **FINANCIALS**

Financials were reviewed. Chairman Todd Stockburger brought to the board's attention two charges for the law firm of Allan Galluzzo and asked what these charges were for. One charge was for \$3,110.50 and the other was \$ 995.50. Dave Rickert stated those fees would have been for Gino Galluzzo. Rickert said he would have to look into why Galluzzo's fees were charged to the 911 budget. It was noted that Attorney Kelly is the ETSB's attorney. **Motion:** Joel Hallstrom made a motion to approve the financials pending the findings for the Galluzzo charges. Don Carlson seconded the motion. A roll call vote was taken and all members voted to approve.

#### V. **NEW BUSINESS**

**Attorney John Kelly**

Chairman Todd Stockburger advised ETSB that he, Joe Corl and Elizabeth Russell had a phone call with Attorney Kelly on October 27<sup>th</sup> per the suggestion of the ETSB regarding a list of questions. It was determined that it would benefit ETSB members if Mr. Kelly could attend the November meeting. Attorney Kelly advised ETSB members that he was present to help explain or answer questions concerning the financial powers of the ETSB. Kelly said that the ETSB statutes regarding these powers are under Section 35 of the ETSA (Emergency Telephone System Act) Kelly said it clearly states that surcharge can be used for products & services necessary for the implementation, upgrades and maintenance issues related to the operations of a 911 system. Kelly said if the ETSB can tie the use of funds directly to the 911 system for operations in these areas, those are acceptable uses. Kelly advised ETSB members that they have full control of surcharge funds, not the county, city or any individual agency. Kelly advised that in 2016, ETSB was given authority to direct their own affairs. Even though originally 911 was created by referendum, it is no longer beholden to ordinances. Six years ago, the State Administrator, Cindy Barbera-Brelle began to look at use of 911 funds as stated in the Illinois Administrative Code which contains a number of rules which direct how 911 operates. In December of 2020, the FCC was charged with drafting a report of acceptable uses of funds as far as radios. A committee or strike force was formulated on September 28<sup>th</sup> to discuss this matter. The Illinois State Administrator was on that strike force team. It had been determined that surcharge funds could be used to purchase a radio system. Kelly advised that the State Administrator has stated that this next spring she will be looking into how funds are used. Three levels of funding use were mentioned. Level Green – Anything connected with the 911 System, for instance phones. Level Yellow – Items once you paid for all the items in level green, then you can pay for yellow items and finally Level Red – 911 surcharge funds cannot be used! There will be a refinement of uses but Kelly said he didn't see great changes. Can surcharge be used for air time on Star Com? That question still remains. Surcharge can be used for buildings but ETSB cannot own land. Kelly advised that questions have been raised for using surcharge funds for vehicles. There are some reports that surcharge has been used to purchase police and fire vehicle and for police and fire salaries. All are prohibited uses for surcharge money. Attorney Kelly ended by stating that with the 20 ETSB's he represents all are fiscally conservative with their spending. Chairman Todd Stockburger asked Attorney Kelly if he could give an overview of the makeup of the ETSB as far as members. Kelly talked about how in 2016 the law favored joint ETSB's. Joe Corl stated that the board had an issue they wanted to discuss regarding the county submitting an invoice to the ETSB for payment regarding IT services. Corl said his worry is that other agencies will start submitting bills. Corl asked if the board should create a policy for this type of invoicing. Kelly advised that the ETSB is authorized to do so and if the board feels the invoice should or should not be paid, that is their decision. Kelly suggested an understanding what services will be

provided and who can request those services, all up to the board. Chuck Lynde asked if this ETSB was unlike other boards in that it is funded by users and surcharge? Lynde asked how other PSAPS afford services. Kelly advised that there are ways to fund dispatch centers and there are funding formulas to determine the costs for dispatch. Gus Gentner said it would be helpful having a technologist on the board to have that talent on the ETSB. Chuck Lynde asked county if they have an idea on what their monthly fee would be for tech services and asked if the city could provide that figure as well. Lynde said the board needs to know what they will be looking at for services provided the past 12 months. Joe Corl mentioned the work done with regards to an outstanding bill for air conditioner repair at one of the tower sites and stated there are towers like this all over the county. Chuck Lynde stated that he has concerns that all the parties are going to be asking for things – that the ETSB won't have funds to pay. Todd Stockburger had concerns that if we pay county IT that the city could send a pile of bills as well. Joe Corl said the ETSB needs to sit down to discuss policies and determine what the ETSB is going to pay. Gary Caruana suggested that the outstanding bills be taken care of while the ETSB decides on policy. Attorney Kelly suggested that the ETSB entertain hiring an IT person. Chuck Lynde suggested that if an IT person sits on the board they should be a non-voting member. Kelly said that all members could designate someone to sit in their absence or attend a meeting on their behalf and they would be able to vote. The designee should be in writing to the board and should be announced prior to the meeting. Joe Corl reflected back on Gus Gentner's comment about having a technical person sit in---Corl said Glenn Trommels who was City IT director was always present during the past meetings, so the ETSB has always had a technologist present. He said also Trommels led the CAD installation process, as well. The board decided they will meet as a sub-committee in the future to decide on policies but in the meantime they felt that any outstanding invoices to outside vendors should be paid: An invoice in the amount of \$1,531.10 to HELM for air conditioner repair will be paid. **Motion;** A motion by Joel Hallstrom was made to pay outside vendors for services. Motion was seconded by Gary Caruana. A roll call vote was taken and all member presents voted to approve. Motion carried. There were still questions on billing for county IT in the amounts of \$2,415 and \$3,350 and those charges would be reviewed. Chairman Todd Stockburger asked Attorney Kelly if he had examples of policies he would be willing to share with the ETSB, as far as what funds are used for and what is approved. Kelly advised that he would see what he has available and hopefully get those to Todd by the end of the week. Joe Corl suggested that all board members submit items that they feel should be paid for and then the ETSB can discuss what is covered. Gus Gentner said the county would hold off billing until policy is established. Joe Corl asked if the sub-committee would be meeting in the near future. Todd Stockburger suggested in a couple of weeks. Joel Hallstrom volunteered to sit on the committee. Joe Corl suggested that both 911 Directors be on the committee as well. John Kelly said that no more than 4 ETSB members could be on the committee.

### **October 2021 Call Volume/Answering Report**

Since city and county employees were combined the report was reflective of all calls taken at Rockford 911.

### **Chair Quotes and Solacom Invoices**

Chairman Todd Stockburger asked Elizabeth Russell to give a report on chairs. Ms. Russell informed the board of a quote for four chairs. Two for the city center and two for the county. The quote was in the amount of \$5,210.31. 911 Business Manager Russell also advised the board that there was an outstanding Solacom bill in the amount of \$121,104.94. Russell advised this bill is for services prior to Phase 2. Sandy Stansell said this fee was for the equipment and core services. Chairman Stockburger said there have been discussions amongst the NINGA alliance regarding the billing and all have discussed moving forward on paying but they would be meeting on November 18<sup>th</sup> to finalize that decision. Stockburger advised that if the board would vote on it today, they could move forward on sending in the payment after the meeting. **Motion:** Joel Hallstrom made a motion to approve the purchase of the chairs in the amount stated and approved the Solacom payment to be paid after the 18<sup>th</sup> (after NINGA meets) Chuck Lynde seconded the motion. A roll call vote was taken and all present voted to approve. Motion carried. (note: Shoevlin had left the call for another commitment)

### **Intergovernmental Agreement**

Chairman Todd Stockburger advised that the IGA has to be renewed as it is set to expire. Dave Rickert stated that on page 8 it shows the percentage of salary that is paid but they would like to know the exact dollar amount. Stockburger said they would gather that information for the board.

### **ETSB Rules**

Chairman Todd Stockburger reviewed the changes and additions to the ETSB rules; the meeting time would be changed to reflect 9:00 am, 911 Business Manager will approve purchases over \$500 dollars and Public Comments will be allowed up to 5 people at 3 minutes apiece. A written request must be submitted to ETSB Chairman. Meeting announcements must be posted at the office of the ETSB. Attorney Kelly suggested a posting at each 911 center, as well.

## **VI. OLD BUSINESS**

### **PSAP Remodel Updates**

Jeanine Kaplan advised that county employees are back in their center and everybody loves the new remodel. Elizabeth Russell advised that the original amount budgeted to remodel both center was \$430,000 dollars. Ms. Russell

said the county remodel was \$500,316.34 and the city remodel is projected at \$529,299.70. Also, the city has gone out for bid on additional office spaces.

#### **NG911 Project Update**

Sandy Stansell provided an update on the redundant pathway that Solacom and Comtech are working on to ensure stability in the pathways. Stansell said the process has begun and completion is about 7- 8 months out. Stansell also advised that a NINGA meeting was being held on November 18<sup>th</sup> to discuss service issues. Solacom personnel will be present.

#### **Telephone Line update**

This is an ongoing process. No new information at this time.

#### **CAD/RMS Governance Agreement & Rules Committee Update**

Todd Hughes stated that he is trying to schedule a meeting to discuss the issues and they are still entertaining the possibilities of Belvidere and Boone County joining the consortium. Hughes is getting quotes from Central Square.

#### **County 911 – Fire Dispatch – Update**

Mark Karner advised there is no start date as of yet. They will begin training.

### **VII. NEXT MEETING AND ADJOURNMENT**

The next meeting is scheduled for Tuesday, December 14, 2021 at 9:00 a.m. – This will be the annual Christmas Meeting to be held at the Stockholm Inn at 2420 Charles St. Rockford, IL 61103

**Motion:** A motion was made by Joel Hallstrom to adjourn and seconded by Don Carlson. Motion Carried.